

ANNUAL INVENTORY REPORT

Reminder:

- Please report the inventory of all USDA donated food on hand during the 2003-2004 school year.
- Report only full cases or sacks. If commodities have been removed from cases or sacks, count all units and convert quantities on hand to full cases.
- Please complete and sign.
- Even if there are no commodities on hand, all **pages of this report must be completed.**

I certify that the information provided in this report is the result of a physical inventory of all storage facilities utilized by the recipient agency. I also certify this physical inventory has been reconciled with the perpetual inventory that is maintained by this agency.

Agency Name:	Vendor Number:
Address:	City, State, Zip:
Name & Title of Authorized Representative: (print or type)	Telephone Number:
Signature of Authorized Representative: ➤	Fax Number:
Date:	E-mail Address:

DO NOT RETURN THIS REPORT

RETAIN IN AGENCY FILE